

## **Administration**

### **Recruitment and Appointment of Superintendent**

The appointment of a Superintendent is the legal responsibility of the Board. The Orange Board of Education will conduct an active search to find the person it believes can most effectively translate into action the policies of the Board, the aspirations of the community, and foster a diverse professional staff. Efforts will be made to increase recruitment of underrepresented groups, including but not limited to women, minorities and people with disabilities, through the use of nontraditional sources. Applicants who can best fulfill the role will be sought from within the school system and from without.

### **Recruitment of Superintendent**

#### **1. Consultant**

When the Orange Board of Education starts a search for a new Superintendent, it first will decide whether to hire a qualified search consultant. The selection of a consultant will be through a process consistent with the Board's affirmative action policies.

#### **2. Search Committee**

The Orange Board (with the help of the consultant, if hired) will establish a Search Committee comprised of approximately seven individuals, four school Board members, and three representatives, one from the community, one teacher, and one administrator.

The Chairperson of the Board will appoint the Chairperson of the Search Committee who will be a member of the Board of Education.

The Search Committee (with the help of the consultant, if hired) will seek the advice and counsel of a broad variety of groups within the district, representative of the demographics of the community.

The Search Committee (with the help of the consultant, if hired), responding to input from the Orange community, will proceed with recruitment, screen applicants, and interview six to eight semi-finalists. It will then recommend a small number of candidates to the Board for final selection. Final selection will rest with the Board after a thorough consideration of qualified applicants.

The Search Committee and the Orange Board of Education will receive training related to the issues surrounding an equitable hiring process and recruitment issues. This training is designed to ensure a consistent interview process, as well as to reduce bias and stereotyping.

The Search Committee will make its recommendations to the Board based upon the Board's predetermined criteria, demonstrated skills which are equated with the responsibilities of the position, and commitment to a multicultural school system.

**The Search Committee will:**

- A. Receive all applications and seek supplemental information on candidates as needed.
- B. Look for input from organizations in its district or region.
- C. Interview and pre-screen the most promising candidates.
- D. Present to the Board the names and qualifications of approximately three of the most promising candidates.

**3. Time Frame/Budget**

The Orange Board of Education (with the help of the consultant, if hired) will estimate a time frame for the search and prepare a budget for the search process including anticipated expenses for all facets of the search and should be updated as the search progresses.

**4. Desired Qualifications, Functions and Responsibilities of Superintendent**

The Board, working with the Search Committee and the consultant (if hired), will develop a set of qualifications and prioritize the functions and responsibilities it wishes the Superintendent to discharge. If a consultant is to assist the Board, the consultant will work in conjunction with the Board to develop a set of qualifications and responsibilities associated with the Superintendent's position.

The Board of Education and the consultant (if hired) will recognize efforts made to increase recruitment of underrepresented groups. Some of the recruitment procedures will include sending notices of Superintendent vacancies to groups, such as the following types of organizations: placement offices; women's centers or minority affairs offices; Superintendent organizations; journals; associations; and other publications and associations which reach underrepresented groups. Other recruitment sources also include: local news media; local community organizations; newspapers; newsletters; and specialized employment programs. A network of people who have access to contact with underrepresented groups of candidates will be established and maintained.

**5. Interviews**

A background check of professional qualification is essential.

Members of the search committee will select a coordinator to welcome the Superintendent candidates.

There may be at least two interviews --one preliminary interview conducted by the Search Committee and one by the entire Board. All Orange Board of Education members will interview all finalist candidates. All Board members will also be given an opportunity to informally meet the proposed candidate before a commitment is made for his or her employment.

6. A subcommittee of the Board will negotiate the contract with the finalist.
7. The Orange Board will hire the new Superintendent.
8. The Orange Board must decide how to best handle the transition period (from the time the contract is signed until the new person comes, as well as the first 3 months with the new Superintendent).

### **Appointment of Superintendent**

A vote of the majority of the Orange Board of Education members, present at a Board meeting for which due notice has been given of the intended action, will be required for the appointment of the Superintendent.

### **Acting Superintendent**

The Orange Board may employ an Acting Superintendent, properly certified or not, for a probationary specified period, not to exceed one school year, with the approval of the Commissioner of Education. Such time may be extended by the Commissioner for good cause shown. During such probationary period, the Acting Superintendent shall assume all duties of the Superintendent for the time specified and shall successfully complete a school leadership program, approved by the State Board of Education, offered at a public or private institution of higher education in the State. At the conclusion of the probationary period, the Board may request the Commissioner of Education to grant a waiver of certification for the Acting Superintendent, allowing the Board, if desired, to appoint the Acting Superintendent as the District's permanent Superintendent.

***Note: The Commissioner may waive certification for a school superintendent who (1) has at least three years of experience in the past ten years as a certified administrator with a superintendent certificate issued by another state, or (2) has successfully completed the probationary period as an acting superintendent and the Commissioner deems the individual to be exceptionally qualified for the position of superintendent.***

Legal Reference: Connecticut General Statutes

[10-157](#) Superintendents. Relationship to local or regional board of education; written contract of employment, evaluation of superintendent by board of education, (as amended by P.A. 12-116, An Act Concerning Educational Reform)

[10-222](#) Reports to state board of education.

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